

ADMINISTRATIVE SUPPORT SERVICES

Administrative Support staff greets the public, in person and by telephone, and guides them to programs and services offered by the agency. They respond to initial inquiries and requests for assistance. When appropriate staff issues work permits to youths 14 - 17 years old. Staff provides accounting, administrative, and clerical support services to the agency programs and staff.

Work Permits:

[North Carolina Department of Labor - Obtaining a Youth Employment Certificate](#)

For more information, contact:

Sandra Cagle, Business Manager

Email: sandra.cagle@ncmail.net

DSS STAFF ATTORNEY

In addition to significant Child Support Enforcement Program legal duties, the DSS Staff Attorney represents the Department in court cases where the agency seeks protection for abused or neglected children or disabled adults. The Juvenile Court Judges determine whether DSS has clear, cogent and convincing proof of allegations that children are abused, neglected and/or dependent. If so, the Juvenile Court then decides how the juveniles can best be protected, whether they should be placed temporarily in foster care or elsewhere, and the conditions necessary for the parents to be reunified with their children. The Clerk of Superior Court presides over adult guardianship matters. The Clerk determines whether a disabled adult is incompetent, and if so, whom can best serve as guardian for the individual's person and estate. In most cases involving DSS, responsibility for this service is assigned to the DSS County Director.

The Attorney provides legal counsel to the Department on a variety of additional issues, including welfare fraud, contracts, and personnel matters; provides training for staff and keeps the agency's employees up-to-date on new legislation; acts as Ombudsman for the staff to assist them in resolving complaints or grievances; attends DSS Board and County Commissioner meetings to provide legal advice and assistance related to DSS matters; and serves as the agency's liaison with the entire legal community, including the various States and Federal Courts, the County Attorney and other attorneys in both the private and public sectors.

The DSS staff attorney provides independent professional judgment on the legal aspects of staff recommendations and works as a key member of the DSS Leadership Team.

For more information, contact:

Bob Lehrer, Staff Attorney

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